

ANNOUNCEMENT NUMBER: 04-44

OPEN TO: Current Employees of the Mission, Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies.

POSITION: Payroll Liaison Clerk, FSN-6; FP-8*

OPENING DATE: May 27, 2004

CLOSING DATE: June 2, 2004

SALARY: *Actual hiring grade for the person to be selected will be determined based on job knowledge and prior work experience.

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of a Payroll Liaison Clerk in the Embassy's Baghdad Support Office (BSO) for one year duration with the prospect of renewal.

BASIC FUNCTION OF POSITION

The employee will review time and attendance reports submitted by timekeepers in the Mission and make necessary changes to ensure accuracy and completeness; advise timekeepers regarding correct T&A reporting, such as work/non-work performed, compensation, benefits, premium pay; train new timekeepers as assigned; perform liaison with Social Security Department and calculate deductions; draft telegrams to the Payroll Office in Bangkok to ensure proper deductions and contributions are made to employee accounts; prepare biweekly list of deposits for USG and employee contributions to the FSN Provident Fund; process loan requests and paybacks; prepare travel advance for American employees for evacuation orders; process bills for medical charges related to on-the-job injuries for FSN employees; maintain official office administrative files and supplies; send registered pouches to FSC Bangkok and FSC Charleston; and serve as alternate to the Voucher Examiner.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school.

2. One to two years of experience in pay rolling, bookkeeping, vouchering or related clerical work.
3. Good working knowledge of English and Arabic languages.
4. Familiarity with State Department and other USG agencies organization and function within the Embassy, including pay and allowance regulations and procedures; knowledge of government of Jordan benefits such as Social Security, Provident Fund management rules, and Iraq compensation plan.
5. Typing and computer skills.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Freda Ateyeh
Room: 153, Ext. 6507

POINT OF CONTACT

Telephone: 5906507

FAX: 5920163

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 2, 2004

An Equal Opportunity Employer

Draft:HRO:FAteyeh:fa

Clearance:A/HRO:PLieberman

BSO:TLarson

FMO:SGarrett

Approval:A/MGT/C:VManley